

CITY OF SCRANTON
MOBILE VENDING CART
APPLICATION

License and Inspection
340 N. Washington Ave
Scranton, Pa 18503 \$150.00-FEE
(Payable to the City of Scranton)

Phone (570) 348-4193
Fax (570) 348-4171

Company Name: _____
Owners Name (if different from above) _____
Mailing Address, City, State ,Zip: _____
Phone: _____ *Cell Phone:* _____
Email: _____

Type of Unit/Cart: Tag# _____ *State* _____
_____ *Step Van* _____ *Propane Tank* _____
_____ *Truck* _____ *Electrical Generator* _____
_____ *Tow Unit* _____ *Push Cart* _____

Menu/Type of Foods Sold

Hot Foods _____ *Cold Foods* _____ *Ice Cream* _____

Other/Explain _____

PA Food Certification# _____ *Expiration Date* _____
Person Holding Certificate _____

I certify that the information provided on this application is correct to the best of my knowledge.
I understand that incomplete or illegible will be returned unprocessed.

Applicant Name (Print) _____ *Date* _____

Applicant Signature: _____

Approved _____ *Disapproved* _____ *Health Inspector* _____

REQUIREMENTS FOR MOBILE VENDING UNIT FOODSERVICE OPERATIONS

General:

1. All food must be clean, wholesome, free from spoilage, adulteration, and safe for human consumption.
2. All food shall be from approved licensed facilities or be prepared on unit, subject to Health Department approval.
3. A person-in-charge must be present at the site at all times.
4. Personnel must wear clean outer garments and must keep their hands clean at all times while engaged in food handling operations.
5. All individuals involved in food handling activities must wear a suitable head covering or hair restraint to protect the food from contamination.
6. All persons with signs, symptom or diagnosis with any foodborne illness must report it to the person-in-charge.
7. Restrooms must be readily available for employee use.
8. Mobile food units must be constructed so as to be easily movable by one person when fully operational and in compliance with all other provisions of the Scranton Licensing and Inspections Office.

Physical Facilities:

A. Floors, Walls and Ceilings:

1. Floors, walls and ceilings must be smooth and easily cleanable.
2. Outer openings of a food facility shall be protected against entry of insects and rodents by use of tight-fitting doors and windows. If windows or doors need to be opened for ventilation or other reasons, such as service to the customer, then screens, air curtains or other effective means must be present to protect the interior of the unit.
3. Outer openings shall be no larger than necessary to carry out the food operation.
4. When the mobile unit is in motion, openings must be covered with solid materials, such as doors, plastic, etc, to protect the unit from windblown dust and debris during travel. The drivers' compartment and food preparation area must be protected against airborne contaminants and vermin, if not separated from the food facility portion of the unit.

B. Hand washing Facilities:

1. Each mobile vending unit must have a handwash sink with hot and cold running water under pressure.
2. The water system must be a closed system from filling outlet to discharge outlet.
3. Each sink must have a sign indicating, "Employees must wash hands".
4. Each sink must be supplied with clean, potable, warm (100°F) water for employee handwashing.
5. Each hand washing sink must include: soap, single use paper towels, and a waste receptacle.
6. Each hand washing station must have an acceptable water supply and waste water collection container.

C. Water Supply:

1. The water supply shall be of a safe, sanitary quality. Water supplied at the unit must conform to all applicable regulations of the Department of Public Health and the Water Department.
2. The mobile vending unit must provide hot (110°F) and cold running water under pressure with the unit. The hot water facilities shall be functional when the vehicle is mobile or stationary.
3. The water system must be closed from filling outlet to discharge outlet.
4. Separate hoses must exist for filling the water tank and flushing the waste storage tank.
5. ~~The water filling inlet must be designed to protect from contamination, and provided with a hose connection of different size and type from the waste retention tank flushing connection.~~
6. The water storage tank shall have a minimum capacity for one day's use and capacity shall be indicated on the tank or the data plate.
8. Backflow/back-siphonage must be installed as required to protect the water supply.

D. Waste Water:

1. Each mobile unit must provide for the collection of all wastewater from hand washing, utensil cleaning and food refrigeration units using ice as a refrigerant. Waste collection systems must provide a minimum of 15% or greater capacity than the fresh water supply and ice quantity needed for one full day of operation. The data plate for the mobile food unit must indicate the waste tank storage capacity.

2. The waste collection tank (plastic, galvanized, etc.) shall be constructed so that its contents can be emptied and drained into a municipal sanitary sewer (not on the ground or into a storm drain) and must be designed with a valve to hold and release the liquid waste from the tank and be located to permit complete drainage of the entire tank. The storage tank shall be flushed and cleaned each time after emptying.

E. Refuse:

1. All mobile vending units must be supplied with an easily cleanable and leak-proof waste and refuse container with a tight fitting lid. The lid must be in place when not in use.
2. A separate refuse receptacle shall be provided for public use. The refuse receptacle shall be affixed to the vending unit and be of sufficient size not less than 20 gallons or as needed, in accordance with Scranton Licensing and Inspections Office.
3. Handling details about used cooking oil and charcoal residue must be provided. Submit information regarding cooking oil recycling.

F. Dishwashing Facilities:

1. Single service articles or extra food handling utensils must be available to be used unless adequate dishwashing facilities are available and used.
2. Adequate facilities include a three-compartment sink (separate from the handwashing sinks) set up for accomplishing a three-step method of cleaning and sanitizing of utensils. Where only spatulas, tongs and similar devices are washed and sanitized, and only stationary equipment must be cleaned, a two-compartment sink may be approved. Utensil washing sink shall be sufficient in size to immerse the largest utensil to require cleaning during the mobile food unit operation.
3. Complete utensil cleaning operations are expected to be completed at the commissary or approved base of operation.
4. Sanitizers (Quaternary Ammonia, Chlorine) used in the 3 step cleaning method or for any food contact surface cleaning must be available at all times, approved and used appropriately.
5. Appropriate sanitizer testing devices (strips, titration kits) must be available in the facility at all times.

G. Equipment:

1. All equipment must be easily cleanable, durable, free from breaks, cracks & crevices, made of appropriate materials that are non-toxic and corrosion resistant, well constructed, and adequate for the intended use.
2. All equipment must be appropriately maintained.
3. All equipment shall be installed according to all appropriate federal, state or City code requirements for construction and fire safety. The owner/licensee is responsible for ensuring that these requirements are met.
4. All components of the mobile food unit must be permanent or semi-permanent to provide for an integral vending unit. The use of unapproved auxiliary equipment at the exterior of the vending unit, such as coolers used for refrigeration, is not approved. Refrigeration units must be part of the integral design of the vending unit.
5. Refrigeration and cold holding units must be capable of reaching and maintaining 41°F or below when in use and must be supplied with an accurate thermometer.
6. All cooking units shall be capable of cooking foods to their appropriate temperature and hot holding units must be capable of holding foods at 135°F or above.
7. A metal stem-type numerically scaled, or other approved thermometer must be provided and used to monitor proper cooking temperatures.
8. Wood, other than approved cutting boards, shall not be used in a food zone. No exposed wood shall be permitted; wood used for structural purposes must be finished with approved materials. Painted wood is not approved for food contact or splash zone areas.
9. Ice & Ice Storage Units
 - a. All ice must come from approved sources. All ice used in drinks or for consumption shall be received packaged with proper identification of the ice manufacturer on the packaging.
 - b. Ice used in the preparation of beverages or for other purposes where ice will be consumed must be stored in a clean, easily cleanable, nonporous, closed container made of approved materials. Galvanized metal coolers may not be used to store potable ice.
 - c. All ice must be dispensed with an ice scoop having an appropriate handle. Scoops may be stored in the ice with the handle up out of the ice or outside the ice on a clean surface protected from contaminants.
 - d. Ice used as a coolant may not be used in drinks or as ingredients in food. Ice as a coolant is considered non-potable.

- e. Personal drinks may not be stored in potable ice chests.
- f. Packaged foods, including drinks, whose packaging is not subject to the entry of water because of the nature of the container or packaging, (ex: hermetically sealed cans or bottles) may be stored in ice. Continuous effective draining of melting ice is required to reduce the potential for contamination when such products are stored in this manner.
- g. Ice used in the preparation of drink beverages or for other purposes where ice will be consumed must be stored in a clean, easily cleanable, non-porous, closed container made of approved materials.

H. Food Safety and Handling:

1. All foods requiring temperature control for safety shall be kept out of the temperature danger zone (41° F to 135° F) at all times.
2. All food shall be protected at all times from environmental and other sources of contamination during storage, preparation, cooking and service.
3. Unwrapped displayed food requires approved covers, food shields, or sneeze guards, to minimize contamination by customers. Shields and guard must be designed to intercept a direct line between the customer's mouth and the food on display. Additional design detail information is available in the "Food Establishment Plan Review Guide".
4. No bare hand contact is allowed on any ready to eat foods. Gloves or utensils must be used.
5. Stockpiling of hot foods such as hot dogs, sausages etc. for stock or display is prohibited, unless all areas of the food (surface and interior) are above 135° F or below 41° F.
6. All frozen foods shall be thawed using proper procedures and all hot foods to be cooled shall be cooled rapidly using proper procedures.
7. All foods must be covered when not in use, or not in the "cooling" process.
8. Condiments for patron self-service must be dispensed from an approved dispensing unit, or be prepackaged single serve portions.
9. The reuse of original food containers for food storage, such as cans, boxes and bags, is not permitted.

Mobile Food Vendor Inspection Guide License Approval/Renewal

All mobile food unit licenses, "Retail Food, Non-permanent Location licenses," expire on _____ License renewal applications are mailed by the Department of Licenses and Inspections. To receive approval to obtain an original license or renew an existing license the vending unit and its operation must be evaluated and approved by the Department of Public Health Department. When a vending unit is approved for operation a "license eligibility report," and a "Mobile Food Vendor Certificate of Eligibility" will be issued by a Department representative. The license eligibility report is submitted to the Department of Licenses and Inspections to pay for and obtain your license. The Certificate of Eligibility identifies what type of food items are approved to be provided by this vending unit and is required to be posted on the vending unit.

All new mobile food vending units are required to have properly prepared plans submitted and approved prior to construction and fabrication when the unit is not fabricated and listed to meet National Sanitation Foundation Standard #59. See the Plan Review section for additional information.

- ◆ Bring vending unit proof of ownership and proper identification for obtaining the license.
- ◆ Bring proof of Food Establishment Personnel Food Safety Certificate and copies of self-inspection records.
- ◆ Bring food purchase records for the most recent 30 days prior to inspection for review.
- ◆ An approved commissary or service support facility is required to serve your operational needs. A copy of license for the commissary or a recent inspection report is required to be presented. If the proposed facility does not have prior approval or is new than plan submission requirements must be fulfilled. If the commissary is outside the city information must be provided to the Office of Food Protection.
- ◆ When the above requirements are met; your vending unit will be inspected during operation to determine compliance with operational requirements for license renewal approval.

City of Scranton

APPLICATION FOR RETAIL FOOD FACILITY

Please fill out and return to City of Scranton, 340 N. Washington, Scranton, Pa 18503
Department of License and Inspections

SECTION 1 (COMPLETE AND MOVE TO SECTION 2)

THIS FACILITY IS A: (circle one) Permanent Structure OR Mobilized Unit / Structure

PLEASE SELECT ANY THAT APPLY:

____ New Food Facility ____ Change of Ownership for an Existing Facility
____ Remodel of an Existing Facility ____ Change of Food or Operation Type for an Existing Food Facility
____ Other, Describe _____

SECTION 2 (COMPLETE AND MOVE TO SECTION 3)

FACILITY INFORMATION

NAME OF FACILITY _____

ADDRESS OF FACILITY:

_____ Street Number and Name	_____ City	_____ State	_____ Zip Code
_____ Phone Number	_____ Fax Number		
_____ Email Address	_____ Cell Number or Alternate Phone Number		

MAILING ADDRESS (If Other Than Above):

Name City State Zip Code

OWNER TYPE: ☐ SOLE PROPRIETOR, NAME _____
☐ CORPORATION, LLC or LLP NAME _____
OFFICER NAME AND TITLE _____
☐ PARTNERSHIP, NAMES _____

RESPONSIBLE OFFICIAL AT THE ESTABLISHMENT (if not yourself) _____

SECTION 3 (COMPLETE AND MOVE TO SECTION 4)

REFUSE: (Check all that apply & complete fully)

____ The food facility refuse collector is _____ (company name)

____ List any other refuse or waste collection companies (ex: grease collection) _____

____ List pest control _____ (company name)

SECTION 4 (Complete and move to section 5.

CONSTRUCTION

_____ No Construction or changes to existing facility

_____ Equipment Change

_____ Minor Construction

_____ Major or New Construction

Briefly describe construction/change and anticipated time frame for start and completion.

SECTION 5 (COMPLETE AND MOVE TO SECTION 6)

FACILITY SERVICE INFORMATION

DAYS OF OPERATION & TIME (Check days which apply & complete time facility is open)

_____ Monday Time _____
_____ Tuesday Time _____
_____ Wednesday Time _____
_____ Thursday Time _____

_____ Friday Time _____
_____ Saturday Time _____
_____ Sunday Time _____

TYPE OF SERVICE (Check all that Apply)

_____ Retail Grocery

_____ Dine In Food Service

_____ Take Out Food Service

_____ Mobile Facility

_____ Bar / Club

_____ School

_____ Other Describe: _____

TYPE OF MENU (Check which one Applies)

_____ Full Service Menu **** attach menu**

_____ Limited Menu

**** attach menu**

_____ Specific Food Items List items _____

_____ Full Service Grocery with Departments: _____ Bakery _____ Deli _____ Café _____ Produce _____ Meat

_____ Seafood _____ Dairy _____ Other, list _____

Do you plan on serving any food undercooked or raw? List: _____

Do you have or have you applied for a liquor license? YES or NO

PROJECTED SEATING CAPACITY

_____ # of seats (mark "0" if there are no seats in the facility)

SECTION 6

Rev 09/10/09

EMPLOYEE INFORMATION

_____ # of anticipated employees Do you have a PA Certified Food Handler on Staff ? YES or NO

If YES, list name and PDA certificate number _____

Do you have an employee health policy? YES or NO

(An employee health policy establishes how to handle ill employees, See Sections 46.111 thru 46.115 of the Food Code for clarification) If NO, prior to opening an employee health policy must be established, either in writing or verbal, and presented to every employee of the establishment.

FACILITY OPENING

Anticipated date of opening and/or ownership settlement of the facility and/or remodeling completed. _____

License and Registration fees will be collected at the time of the licensing/registration inspection and are as follows: (payable to: THE CITY OF SCRANTON)

- Public Eating and Drinking Licenses
 - All Establishments with LCB License- \$200.00
 - Establishments with seating 0-25 - \$150.00
 - Establishments with seating 26 or more -\$ 200.00
 - Mobile Carts- \$ 150.00

OFFICIAL USE ONLY

LICENSE TYPE: EATING & DRINKING _____ RETAIL FOOD REGISTRATION _____ REGISTERED EXEMPT _____ MOBILE _____

APPROVAL

APPROVED, DATE _____ DENIED, DATE _____ LICENSE NUMBER _____

Reasons for denial: _____

HEALTH INSPECTOR _____ DATE _____